

## Job Description

Job Title: Framework Manager

POSCODE:

Grade: P4

### Overall purpose of the job

This is a critical senior management role which will be at the forefront of leading and delivering significant efficiency savings in the highways sector in line with Government and local government objectives. This role will drive efficiency savings amongst the Framework Contracts such as Eastern Highway and Joint Professional Services Framework, through the promotion and enabling of greater collaborative working through the Frameworks members, their contractors and suppliers.

Highways services represent a significant element of local authorities' expenditure therefore it is vital that they work together collaboratively to reduce costs. The Government's Highway Management Efficiency Programme has recommended that local authorities collaborate more citing the success of Highway frameworks elsewhere in the country. The Eastern Highway Frameworks was established in 2012 at the direct request of Strategic Directors from the eleven Authorities in the East of England. This role has been created to manage this Frameworks on behalf of the current Member Authorities.

Through collaborative working the suppliers aims to deliver savings for all the authorities within the partnership. This post will therefore be responsible for the identification and oversight of collaborative opportunities, facilitation of project groups, and leading and driving forward efficiencies. The role will also seek efficiencies through collaboratively procuring contracts.

### Main accountabilities

	<b>Main accountabilities</b>
1.	<p><b>Leadership and Strategic Contribution</b></p> <p>Lead and manage the development of the Alliance Frameworks as an organisation, in collaboration with key stakeholders from across all Authorities, to deliver EHA Client objectives.</p> <p>Promote, maintain and develop the culture of collaborative and consultative working across the Alliance Frameworks to support the development of the frameworks.</p> <p>Report to, support and advise the Highways and Transport Boards and implement decisions arising, and lead the development and implementation of any successor contracts. FRAMEWORKS2.</p> <p>Produce the frameworks Annual Business Plan and present for approval by the EHA Highways and Transport Board.</p> <p>The Plan should identify and prioritise opportunities for effective collaborative working that will achieve the required efficiency savings, setting these out as a programme of specific work-streams for the following 12 months. Ensure that objectives for any project work-streams and their desired outcomes are clearly defined and that timescales for delivery are agreed and recorded within the Business Plan. State within the Plan what benefits are anticipated from each work-stream and the contribution that these will make towards the overall efficiency targets.</p> <p>Produce the frameworks 'End of Year' Progress Report to the EHA Highways and Transport Board. The 'End of Year' report will reflect upon what has been delivered by the programmed work-streams</p>

	<p>over the past 12 months and the scale of efficiency savings actually achieved. The report will also include other achievements and issues experienced.</p> <p>Maintain expert knowledge of relevant legislation, standards and public policy issues affecting the Alliance Frameworks and its development on behalf of all Authorities. Ensure that successful outcomes and associated identified best practice is communicated to all EHA framework members and other stakeholder partners. Ensure that EHA members remain aware of emerging and new efficiency opportunities.</p>
2.	<p><b>Programme Management</b></p> <p>Oversee the frameworks programme and ensure systems and processes are in place which contribute to the delivery of the frameworks strategic objectives.</p> <p>Act as a source of expertise on the use of the frameworks contract, including contract strategies, embedding best practice, and avoiding and resolving disputes.</p> <p>Establish, facilitate, and participate in relevant Working Groups which will be responsible for delivering the workstreams identified in the Business Plan. Regularly review work-stream progress with frameworks working Group leads and determine any corrective actions to ensure objectives are delivered within timescales.</p> <p>Provide overall programme management of the Frameworks ensuring that work streams are co-ordinated and sequenced as a whole, and keeping an overview of individual work stream progress, issues and risks.</p> <p>Oversee the delivery of work streams throughout their lifecycle ensuring time, quality and costs requirements are met against agreed constraints.</p> <p>Provide quarterly update reports of work-stream progress and other activities to the Board. Update reports should include programme/project status, deliver outcomes and learning points.</p> <p>Highlight any issues and risks and manage and maintain the frameworks Programme Risk Register.</p> <p>Provide update on the frameworks financial account.</p>
3.	<p><b>Change Management &amp; Communications</b></p> <p>Lead on developing and embedding the benefits of a collaborative working approach/working culture across the Alliance. Communicate and sell the benefits of the approach to all key stakeholders.</p> <p>Develop and sustain strong relationships with key stakeholders across Authorities to ensure projects continually meet the needs of the Alliance Frameworks as an organisation and their services.</p> <p>Provide professional programme management assurance, advice and support to key stakeholders.</p> <p>Make presentations to Authorities to obtain buy-in for the programme and to staff to ensure support for its deliverables.</p> <p>Report programme progress to the Highways and Transport Board.</p> <p>Deliver timely and appropriate communications to all stakeholders, in accordance with the programme communication strategy.</p>

	<p>The role will facilitate and provide a secretariat service for the meetings of the Highways and Transport Board. Produce and circulate appropriate reports and information to ensure board members are able to make informed decisions. The Manager will attend all board meetings and ensure that effective records are produced of all discussions and outcomes.</p> <p>Manage all communications between frameworks members and external stakeholders. Market the framework to raise awareness of opportunities for new local authority members to participate, typically through direct contact.</p> <p>Ensure opportunities for participation in frameworks procurement exercises are effectively promoted to internal and external businesses, typically through adverts in the trade press.</p> <p>Attend other meetings, representing the frameworks as required including providing feedback and advice to external bodies and partners. Typically these will include meetings with other regional Highway Alliance Frameworks Managers, Government bodies, industry working parties and highway and highway service groups.</p>
4.	<p><b>Performance and Financial Management</b></p> <p>The post holder will be directly responsible for managing the Eastern Highways Alliance Frameworks account and finances, which are expected to rise significantly as the Alliance Frameworks matures and its efficiencies are realised.</p> <p>Although not directly responsible for front-line highways budgets the role is responsible for overseeing the delivery of significant budget savings across all participating authorities through collaborative working.</p> <p>Establish effective performance monitoring methods for evaluating efficiency outcomes from particular work-streams. Monitoring must be tailored to particular workstreams.</p> <p>The Manager will also provide regular performance reports on programme and project delivery status including budget and resource utilisation, key risks and benefits realisation and an end of year financial statement on the frameworks account.</p> <p>The post holder will manage Alliance Frameworks members' financial contributions and budgets and ensure value for money is achieved in all aspects of the framework. They will ensure the effective management and use of the frameworks budget, liaising with CCC's finance teams as required.</p> <p>Allocate funding to the various aspects of the frameworks's workstreams and other activities and monitor and manage expenditure making recommendations on financial adjustments.</p>
5.	<p><b>People Management</b></p> <p>This role involves taking the lead on a formal collaborative partnership. Whilst there are currently no immediate subordinate staff, as the Frameworks develops it is anticipated that the Frameworks Manager will become responsible for the direct line-management of 1-2 support staff. The manager will lead and direct any Frameworks staff whilst ensuring effective processes are in place for recruiting, developing, appraising, rewarding and retaining staff, in line with Council policy.</p> <p>More importantly the Frameworks Manager will be responsible for developing effective partnership arrangements including over-seeing staff from various local authorities engaged in variety of work-streams in developing the Frameworks to deliver its efficiencies.</p> <p>Provide the necessary training and contract documents for those accessing the contract.</p>
6.	<p>Demonstrate an awareness and understanding of equality, diversity, and inclusion.</p>

## Person Specification

### Qualifications, knowledge, skills, and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Relevant Engineering, highways or Project Management Degree or equivalent qualification		Essential
A relevant professional accreditation e.g., ICE/CIHT	Civil Engineering	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Programme development and delivery and project management.	<ul style="list-style-type: none"> <li>• Demonstrable experience of strategic influence and successful business negotiation.</li> <li>• Experience in developing, leading and managing programmes within large/complex organisations.</li> <li>• Experience in embedding a new function or discipline within and/or across complex organisations.</li> <li>• Proven high level experience of working with internal and external customers, partners and suppliers to deliver complex projects.</li> <li>• Significant experience of effective management of resources within a complex organisation.</li> <li>• Successful experience in project and programme management.</li> <li>• Demonstrable experience of managing project teams in situations where there is no direct hierarchical authority.</li> <li>• Proven experience of managing staff and contractors.</li> <li>• Proven experience of identifying and managing project interdependencies, risk assessments and benefits assessments, in line with strategic objectives.</li> <li>• Experience in prioritising (including justification) of projects and programmes.</li> <li>• Experience in assessing benefit realisations and alignment back to strategic objectives and project prioritisation.</li> <li>• Led on delivery of a number of projects and/or programmes simultaneously, including large scale and/or complex projects.</li> <li>• Experience in delivering in a performance management culture and understanding of benefits realisations.</li> <li>• Contract experience including dispute resolution</li> <li>• Experience in analysing programme information and compiling and presenting reports to Lead Members and Lead Officers.</li> <li>• Proven experience of sound financial management.</li> </ul>	Essential

	<ul style="list-style-type: none"> <li>• Experience of using IT tools to support programme management that is transparent to an organisation.</li> <li>• Experience in leading and managing change programmes across multiple organisations.</li> <li>• Experience in embedding a new function or discipline across multiple organisations.</li> <li>• Experience of working across organisations with a sound understanding of the different (sometimes conflicting) services needs and objectives.</li> <li>• Experience in using collaboration tools.</li> </ul>	
Highways and Transportation Sector	<ul style="list-style-type: none"> <li>• Extensive Highways or Transportation sector experience at a senior level</li> <li>• A clear understanding of the national highways agenda and emerging issues.</li> </ul>	Desirable
<b>Skills</b>		
Strategic	<ul style="list-style-type: none"> <li>• Proven experience of shaping the strategic development of businesses/services to ensure change and benefits deliver against strategic objectives.</li> <li>• Demonstrable track record of driving through significant improvements and innovation in the highways sector in order to deliver better value for money and will preferably possess a business management qualification.</li> <li>• Ability to see and understand the bigger picture and apply that to programmes and projects within own remit and across service and organisational boundaries.</li> <li>• Thinks strategically across all functions and service boundaries, thinking how decision might affect other people. Understands the tensions between partnerships, corporate and local agendas.</li> </ul>	Essential
Leadership	<ul style="list-style-type: none"> <li>• Relevant, sustained, and proven leadership and management experience at a senior level in engineering and highways sector including operational, performance, budget and people management.</li> <li>• Evidence of developing, leading and implementing change management</li> <li>• Ability to inspire and motivate teams.</li> <li>• Persuades and influences others using logic and reason. Sells the benefits of the position they are proposing and negotiates to find solutions that everyone will accept.</li> <li>• Ability to deal with senior management and board members, displaying confidence and gaining trust.</li> <li>• Ability to confidently make proposals and challenge decisions constructively.</li> <li>• Good resource management skills ensuring that both staff and financial resources are managed effectively by having the ability to clearly identify and prioritise activities in order to deliver the best possible outcomes.</li> </ul>	Essential
Effective communication	<ul style="list-style-type: none"> <li>• Proven experience of effective communication skills within a collaborative environment</li> </ul>	Essential

	<ul style="list-style-type: none"> <li>• Able to build strong and constructive business relations with internal and external customers and partners</li> <li>• Excellent communication skills both oral, written and presentational</li> <li>• Excellent interpersonal skills with strong negotiating and persuasion abilities</li> <li>• Ability, sensitivity and interpersonal skills to facilitate working in a political environment; retaining impartiality.</li> <li>• Managing the interface between elected members and Officers to support the democratic process and aid decision making.</li> </ul>	
Programme Management	<ul style="list-style-type: none"> <li>• Able to adapt personal style to suit the circumstances of a situation and so enable issues and projects to move forward in a constructive and positive manner.</li> <li>• Ability to utilise a wide range of management skills and techniques to ensure successful delivery outcome through effective use of resources.</li> <li>• Proven ability to focus on the customers, understanding their needs and expectations, in order to deliver high quality services.</li> <li>• Excellent analytical abilities and high level of skill in using analytical techniques to break down and understand issues and business operations.</li> <li>• Proven ability to plan and manage large and complex budgets and to exercise strong financial control and budgetary management across programme areas and individual projects.</li> <li>• Strong hands-on abilities in Microsoft Office and Project and other specialist project management applications.</li> </ul>	Essential
Partnership Working	<ul style="list-style-type: none"> <li>• Extensive experience of effective partnership working at a senior level.</li> <li>• Ability to maintain effective relationships and ability to deliver through partnership working.</li> </ul>	Desirable
Equality, Diversity, and Inclusion (applies to all roles)	Ability to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role.	Essential

### Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

### Work type

What work type does this role fit into? (Tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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